

# Head of Scenic Design

## Overview

The Head of Scenic Design plays a vital role in supporting the artistic vision of HTI's production teams. They work in partnership with show-specific Scenic Designers and the Head of Set Construction and Props to ensure props and sets are completed on time and budget and that they are safe and functional.

## Key Duties and Responsibilities

- Entitled to the first right of refusal on acting as the Scenic and Props Designer on any in-house productions
- Support incoming Scenic and Props Designers on in-house productions in the development of scenic and prop design concepts to fulfill the vision of the production's Director
- Support incoming production teams to create design sketches, models, or digital renderings, as needed
- Participate in production meetings upon request and provide feedback on the overall artistic vision
- In conjunction with the Head of Set Construction and Props:
  - Oversee the construction of set decor and prop creation, ensuring designs are functional, safe, and within budget
  - Support the sourcing, building, or acquisition of necessary props and set pieces, as needed by the production team
  - Organize and manage set build days, delegating tasks to volunteers or crew members
- Support production Directors in recruiting and training set and prop team volunteers, at their request
- Foster a collaborative and inclusive environment that encourages creativity and learning
- Support the Set Construction Head in supervising load-ins, set-ups, and strikes for each production
- In coordination with the Set Construction Head, maintain inventory of set pieces, tools, and props
- Ensure that expectations around the proper care, storage, and return of borrowed items are communicated to production teams.
- Ensure all set pieces and props are functional and safe to use by the time they are required for rehearsals
- Oversee the safe use of tools, materials, and construction spaces, as required
- Produce monthly reports for the Board of Directors

### **Time Commitment**

- Estimated 2–4 hours per month, with increased activity during productions

### **Accountability and Support**

HTI's volunteer roles are designed to support the theatre's operations without overburdening any one person. Each role is responsible for ensuring the duties are completed—not necessarily by doing everything personally, but by recruiting volunteers or hiring paid support as needed (with Board approval). Volunteers are encouraged to take ownership of their role while maintaining a strong work-life balance. If unable to attend a scheduled event or fulfill a task, volunteers must arrange suitable coverage in advance.